



**Notice is hereby given of the Meeting of the
Southland Museum & Art Gallery Trust Board Inc
to be held in the Council Chambers,
Invercargill City Council, 101 Esk Street, Invercargill
on Thursday 03 March 2022 at 3.00 pm**

Cr D Ludlow (Chair)
Cr R Amundsen
Cr L F Soper
Mayor Gary Tong
Cr C Menzies
Cr B Highsted
Ms G Neave
Mr R Eagles
Ms E Cook
Mrs C Henderson

Thilini Amarasingha
For Secretary

Southland Museum and Art Gallery Trust Board - Public

03 March 2022 03:00 PM



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Southland Museum & Art Gallery Trust Board Interest Register

Last updated:
24 February 2021

Current						
Full name	Position	From	To	Entity	Interest	Comment
Cr Darren Ludlow	Trustee	17 Nov 2004		Invercargill City Council Radio Southland Healthy Families Invercargill Murihiku Maori Wardens Incorporated Southland Community Law Centre Thrive Community Trust Invercargill Venue & Events Management Limited Environment Southland SIT Creative Media Advisory Committee	Councillor Manager Board Member Board Member Board Member Board Member Director (Shelf Company) Lyndal Ludlow(wife) – Councillor Chair	
Cr Rebecca Amundsen	Trustee	7 Nov 2017		Invercargill City Council Arch Draught Limited BP Orr Limited Task Limited Arts Murihiku Dan Davin Literary Foundation Heritage South Glengarry Community Action Group Great South National Council of Women KIND Women Charitable Trust	Councillor Director Director Director Trustee Trustee / Chair Contractor Events Co-ordinator (Volunteer) Contractor– Events Branch Executive Southland Trustee	
Cr Lesley Frances Soper	Trustee	23 Mar 2021		Invercargill City Council Breathing Space Southland Trust (Emergency Housing) Omaui Tracks Trust National Council of Women (NCW) Citizens Advice Bureau Piermont Holdings Ltd Southland ACC Advocacy Trust Southern District Health Board Southland Warm Homes Trust Southland Food Rescue Trust	Councillor Chair Director Member Member 1% Shareholder Employee Elected Board Member Member Member	
Mayor Gary Tong	Trustee	18 Dec 2019		Southland District Council Koha Kai and Borland Lodge	Mayor Trustee	

Southland Museum and Art Gallery Trust Board - Public - Interest Register (A2531243)

A2531243

Current						
Full name	Position	From	To	Entity	Interest	Comment
Cr Christine Mary Menzies	Trustee	18 Dec 2019		Southland Youth One Stop Shop Winton Medical Centre and Central Southland Hospital Trust Southland District Council Barnardos / Ministry of Education Social Workers Registration Board	Trustee Chair Councillor Employee Committee Member	
Cr Bret Highsted	Trustee	10 Mar 2020		Broadacres Ltd CPC Investments Ltd CPC Properties Ltd Fert Wholesale Direct Ltd Global Vehicle Leasing 2009 Ltd Gore A&P Joint Management Committee Gore District Council Hokonui Heritage Centre Trust Honunui Moonshine Museum Charitable Trust North Road Storage Ltd Southland Warm Homes Trust Stoney Creek Station Ltd The Terraces Ltd Tulbury Heights Ltd Tulloch Farm Glendhu Ltd Tulloch Ltd Tulloch Milk Logistics Ltd Tulloch Properties Christchurch Ltd Tulloch Group Ltd Croydon Aviation Heritage Trust Mataura Valley Milk Ltd Southern Skies Properties Ltd Deep South Storage Ltd	Director Director Director Director Director Chair Councillor Trustee Trustee Director Trustee Director Director Director Director Director Director Director Director Employee	
Roger Eagles	Trustee	06 Sep 2018		Eagles Eagles Redpath FINA Masters Swimming Committee Aquatic NZ Inc Grose Investments Limited Swimming Southland Inc	Partner Member Chair Director Board Member	

A2531243

Southland Museum and Art Gallery Trust Board - Public - Interest Register (A2531243)

A2531243

Current						
Full name	Position	From	To	Entity	Interest	Comment
Gwen Neave	Trustee	28 Nov 2001		Southland Community Education Programme Incorp N Z Council Of Victim Support Groups Incorp Invercargill and Districts Victim Support Grp Incorp Arts Murihiku	Executive Member Board Member Committee Member	
Christine (Chris) Henderson	Trustee	5 Dec 2019		Friends of the Southland Museum and Art Gallery Southland Branch of Forest and Bird Southland Astronomical Society	Chairman Member Member	
Evelyn Cook	Trustee	4 July 2019		Invercargill City Council Police Iwi Liaison Museum Iwi Liaison Te Rūnanga o Ngāi Tahu Te Whānau a Neke Trust Rakiura Māori Land Trust Waihōpai Rūnaka Te Rūnaka o Awarua Te Awhi Rito CDEM CEG Otago Emergency Response Iwi Liaison Hui Amorangi o Te Wai Pounamu Trust Board Te Ao Marama Inc	Mangai - Waihōpai Awarua Awarua AH Rep Waihōpai Rūnaka Owner Owner Executive Member Member Representing SMAG Representing Iwi Representing Iwi Representing Murihiku Iwi Trustee Waihōpai Rep, Chairperson	
Steve Gibling	ICC Group Manager			Invercargill City Council	Group Manager – Leisure and Recreation	
Wayne Marriott	Manager – Museum and Heritage Services			Invercargill City Council Horizon Energy Limited Whakatane & District Historical Society Scholarship Trust Whakatane & District Historical Society New Zealand Society of Genealogists Ohope Beach Primary School BOT BOP Acacia Charitable Trust Whakatane Masonic Properties Limited Te Waipounamu Museums Company Limited Art & Acre Limited Judicial Justice of the Peace (Invercargill) Justice of the Peace (EBOP – Committee) Southland Justices of the Peace Association (Committee)	Manager – Museum and Heritage Services Historian Chair & Director Vice-President Member Finance Chair & Director Director Director Director Member Member	

A2531243

**MINUTES OF THE SOUTHLAND MUSEUM AND ART GALLERY TRUST BOARD
MEETING HELD IN THE COUNCIL CHAMBERS, INVERCARGILL CITY COUNCIL, 101
ESK STREET, INVERCARGILL ON THURSDAY 10 FEBRUARY 2022
AT 3.00 PM**

PRESENT: Cr D Ludlow (Chair)
Cr A Amundsen
Cr L Soper
Mayor Tong (via Zoom)
Mr R Eagles
Ms E Cook
Ms Neave
Mrs C Henderson (via Zoom)

IN ATTENDANCE: Mr S Gibling (Group Manager – Leisure and Recreation)
Mr W Marriott (Manager – Museum and Heritage Services)
Mr J Botting (Team Leader - Finance)
Mr J Cross (Management Accountant)
Mrs T Amarasingha (Secretary)

1. APOLOGIES

Cr C Menzies
Cr P Duffy

Moved Cr Ludlow, seconded Cr Soper and **RESOLVED** that the apologies be accepted.

2. INTEREST REGISTER

A2531243

Members to review the interest register and send any updates to Thilini Amarasingha.

**3. CONFIRMATION OF MINUTES OF THE MEETING HELD ON THURSDAY
2 DECEMBER 2021**

A3741121

Moved Cr Amundsen, seconded Ms Cook and **RESOLVED** that the minutes of the meeting held on Thursday 2 December 2021 be accepted as a true and correct record.

3.1 MATTERS ARISING FROM PREVIOUS MINUTES

Nil.

4. Action Sheet

A3743133

Nil.

5. ITEMS FOR REVIEW

A3493547

Nil.

6. REPORTS

6.1 SMAG MANAGER'S REPORT FOR DECEMBER 2021

A3709746

Mr Marriott spoke to the report and highlighted the following points.

- At present over 200 objects were identified as the collection of national importance. The biggest challenge of this process would be refining down to 100 objects.
- A report on Collection Rationalisation would be presented to the Board at the March 2022 meeting.
- Koiwi – Working with Te Papa and waiting for them to travel to Invercargill when the covid19 traffic light system changes to Green.
- Identifying the actual age of the specimens was one of the challenges with the Natural History Collections.
- Pest control – Noted that they are not immune to the major borer infestation in Southland. Solution has been developed in conjunction Southland Regional Heritage Committee. A series of checks are undertaken for furniture prior to receiving any item and the items are subject to ongoing and regular checks are in place in the SMAG collection.
- Working close with Invercargill City Libraries and archives and property records teams at Council to have a collective public interface for the purpose of sharing collections. The pilot project has been completed on the Campbell Collection. All glass plate negatives will be digitised by the end of April 2022.
- In response to a query, Mr Marriott said that they cannot use borer bombs and fumigation because fumigation is harmful to the Tuatara in the building. Various types of traps are used for pest control.
- An update was provided on acquisition items of
 - Molly Macalister (1920 – 1979) - 'The Victim', 1960.
 - Robert Park Macgoun - Stewart Island (sold as Tiwai), from International Art Centre, Auckland on the total cost of \$860.81 on 9 February 2022. The information sheet of this item was tabled.
 - Murray Fox's Large Pottery Charger on the total cost of \$120 (incl) from Anderson & Paul, Dunedin.
- An update was provided about the Vernon programme.
- Noted that no issues related to climate control in the museum storage.

Moved Ms Neave, seconded Cr Soper and **RESOLVED** that the report "SMAG Manager's Report for December 2021" be received.

7. FINANCIALS

7.1 Financial Report

A3716227

Mr Botting spoke to the report and highlighted the following points.

- Mr Jono Cross was introduced as Management Accountant to the SMAG Board.

- Interim Financial Report for Six Months showed a loss of \$454.00, which is in line with depreciation. Noted that the revenue from providing services was no longer part of the financials because operations are now done by ICC. Previous ICC transferred funds from ICC to be returned back to ICC. Funds from the Regional Heritage Committee for collection work is the only one shown as revenue in this financial report.
- Cash flow positions were strong, but lower than the same time last year because of purchases.
- After the approval of the Board Statement of Intent would be released to stakeholders along with six-monthly accounts.

Moved Cr Soper, seconded Ms Cook and **RESOLVED** that the Southland Museum and Art Gallery Trust Board:

1. Receive the "Interim Annual Report for the 6 months ended 31st December 2021".
2. That the Statement of Intent be approved.
3. That the transfer of funds relating to the acquisition of "Victim" from the Broadley Estate reserve fund be approved.
4. That the transfer of funds relating to Broadley Estate funds received be transferred to the Broadley Estate reserve fund be approved.
5. Approve the payment for authorisation in relation to the pottery by Murray Fox.

7.2 Update on Audit New Zealand Timing on Audit Process

Mr Jaimee Botting provided a verbal update.

Audit NZ would have most likely conduct an off-site Audit for SMAG and were aiming to have it during March-April timeline. When the audit is completed, a special general meeting would be held.

8. GENERAL BUSINESS

Nil.

9. CORRESPONDENCE

Nil.

10. PUBLIC EXCLUDED SESSION

Moved Cr Ludlow, seconded Soper and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting; namely,

- (a) Confirmation of Minutes of the Public Excluded Session Held on 2 December 2021.

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
(a) Minutes of the public excluded session held on 2 December 2021	Section 7(2)(i) Enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

There being no further business, the meeting closed at 3.47 pm.

Next meeting: Thursday 3 March 2022, 3.00 pm in the Council Chambers at Invercargill City Council.



ACTION SHEET

Held on 10 February 2022

Originating Date	Item #	Item Description	Action to be taken	Action by	Due date
06/06/19		Manawhenua Representation Jane Davis	A decision was made to meet with Jane's whanau following the lifting of Covid-19 isolation levels.	Ms Neave	WIP
11/03/2021		Workshops	Confirm dates for workshops	SMAG Board	After every meeting

SOUTHLAND MUSEUM & ART GALLERY TRUST BOARD 2021/22 – TIMELINE											
Item Due For Review 2021/22											
	Jul	Aug	Sep	Oct	Nov	Dec	Feb	Mar	Apr	May	Jun
DRAFT Annual Report reviewed		✓									
Final Annual Report Signoff [Due to ICC & SDC]			30/9								
Management fee automatic payment form updated			✓								
Business Plan Workshop				✓							
Business Plan Review					✓						
Bequest Term deposit renewal								✓			
AGM						✓					
Review of Draft Statement of Intent						✓					
Draft Statement of Intent [Due to ICC & SDC]							28/2				
6 Monthly Financials [Due to ICC & SDC]							28/2				
Fraud Policy / Delegation policy review									✓		
Final Statement of Intent [Due to ICC & SDC]											30/6
Trustees review interest register	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

SMAG MANAGER'S REPORT FOR JANUARY 2022

To: Southland Museum and Art Gallery Trust Board

Meeting Date: Thursday 3 March 2022

From: Wayne Marriott – Manager Museum and Heritage Services

Approved: Steve Gibling - Group Manager - Leisure and Recreation

Approved Date: Monday 21 February 2022

Open Agenda: Yes

Recommendations

It is recommended that the Southland Museum and Art Gallery Trust Board:

1. Receive the report "SMAG Manager's Report for January 2022".
2. "Roary" [2017.4.318] and "Ralph" [2017.4.319] be deaccessioned from the Collection of the Southland Museum & Art Gallery.

April 2023

In April 1773 the first recorded contact between takata whenua and non-Maori in southern New Zealand occurred at Tamatea (Dusky Sound) on Mamaku (Indian Island).

In April 2023 a series of exhibitions will be developed relating to this and other experiences. They will include: Rhyme of the Ancient Mariner (William Wales and Coleridge); Hodges to Webb (Eastern Southland Gallery and SMAG); Taoka of Tamatea (from the Collection of SMAG).

A proposed series of artist opportunities into Tamatea is being explored with the Dept. of Conservation.

Cataloguing & Rehousing

as at 31 January 2022

Project Stage	Outline	Total Recorded	Monthly increase
Stage 1	Full documentation	10,020 records	281
Ready for Relocation	Ready for Relocation	15,137 records	281
Stage 3	Photography	1,186 records	194

The team are now progressing Stages 2 and relocation jointly; with a focus on having all objects prepared to Stage 3.

We have also reviewed the collection and its current state of "readiness" for relocation. At present we have approximately 76% of the collection prepared for relocation in one form or another. The principle collections remaining to be packed are Natural History, Art and Cultural – Taoka Maori and Pasifika primarily.

Textile Collection

Rosemary Jackson Hunter has continued to work on a wide range of materials from Chinese Lotus shoes to christening gowns. All items are being cross referenced to the Vernon catalogue system to ensure that there is no longer duplication of numbers. Photographs are also being taken at the same time, which is now blending Stages Two and Three. Collections are also continuing to be reviewed for Rationalisation.

Objects being considered for Collection Rationalisation are being reviewed. All other material is being packed to agreed conservation standards.

Pest Control

Staff are continuing to monitor the natural history collection for any signs of pest infestation. Borer is affecting a number of museum collections in Southland at present, and staff are monitoring at risk collections. There has been no borer identified in the SMAG Collection.

"Roary" and "Ralph"

Following the closure of the Museum a number of items were incorrectly accessioned into the collection. This included "Roary" [2017.4.318] the seal which formerly greeted people as they went into the Sub-Antarctic Gallery; and "Ralph" [2017.4.319] a seal which formed part of the Sub-Antarctic display.

Both "Roary" and "Ralph" are proposed to be used for exhibition and also as a welcoming prop again. Because both items were accessioned, their use is now severely restricted and limited. They were to be used promoting the Museum at A & P Shows as an example. Deaccessioning both props will enable the public to touch and enjoy both props again, as well as provide for any repairs to be completed without the use of a conservator or other external provider..

Acquisitions

Janice Gill (b. 1947). *The Art Society – Exhibition Opening*. 1974. Gift of the Gladwen McIntyre Family Trust

Janice Gill (b. 1947). *The Fish and Chip Kids*. 1979. Gift of the Gladwen McIntyre Family Trust

Thompson Brewery ephemera. Gift of Terence O'Toole

Elizabeth Miller ephemera. Gift of the Estate of Elizabeth Miller

Fred. W Miller ephemera. Gift of the Estate of Elizabeth Miller

He Waka Tuia - Visitor Numbers

Month	Total Visitors	Total Open Hours
December 2020	893	136
January 2021	1068	144
February 2021	613	144
March 2021	980	158
April 2021	1030	156
May 2021	1288	183.5
June 2021	1088	186
July 2021	1069	190
August 2021	633	104
September 2021	216	114
October 2021	709	180.5
November 2021	632	180.5
December 2021	523	140
January 2022	671	175

Attachments

Not applicable.

FINANCIAL REPORT

To: Southland Museum and Art Gallery Trust Board

Meeting Date: Thursday 3 March 2022

From: Jono Cross – Management Accountant

Open Agenda: Yes

Public Excluded Agenda: No

Recommendations

It is recommended that the Southland Museum and Art Gallery Trust Board:

1. Receive the "Financial Report for the 7 months ended 31st January 2022".
2. Approve the payment for authorisation in relation to the art work by Robert Park MacGoun "Tiwai Point" for \$860.81.
3. That the transfer of funds relating to the acquisition of "Tiwai Point" from the Broadley Estate reserve fund be approved.
4. Term Deposit Renewal be approved.

Financial Report for the 7 Months Ending 31 January 2022

Overall Position	<i>Actual YTD</i>	
Net Operating Profit/(Loss)	(618)	
Net Cashflow movements	(34,017)	
Cash position	416,934	(includes \$208k on term deposit (matures Mar 2022))

Administration	<i>Actual YTD</i>	<i>Forecast for year</i>	
Income			
Grant - SRHC	712,653	1,221,691	To be used towards the collection
Service Contract - ICC - Museum op	-	-	To be used to operate a museum
Grant - ICC - Trust operations	-	20,000	To be used to operate Trust
Donations & Bequests	-	-	Bequest with conditions
Interest - Bank	51	-	
Interest - Investment Accounts	544	-	
Total Income	713,249	1,241,691	
Expenditure			
Museum management fee	712,653	1,221,691	Paid to ICC to operate a museum and
Legal fees	-	-	
General expenses	25	10,000	Forecast to cover all other expenses
Media Support	-	-	
Bank fees	-	-	
Audit fees	-	10,000	Accrued at end of year
Depreciation & impairment	1,188	2,268	
Total Expenditure	713,867	1,243,959	
Net Operating Profit/(Loss)	(618)	(2,268)	
Capital purchases	32,081	32,081	

Southland Museum and Art Gallery Trust Board

Financial report for the 7 Months Ended 31 January 2022

Reserves & Funds	<i>Balance</i>	<i>Condition</i>
Restricted reserve		
Estate C F Broadley - Tuatara	50,182	To be spent on Tuatara or the early history of Southland
Estate D I Allo - Tuatara	37,446	To be spent on Tuatara
Estate D I Allo - Natural History	164,177	To be spent on Natural History Gallery
	251,805	
Special purpose reserve		
Education Service Reserve	11,269	For the delivery of curriculum support programmes
Baird Library	742	To be spent on books for the collection
Collection acquisitions	24,712	To be spent on capital items for the collection
	36,724	
Redevelopment funds		
Unused grants with conditions - ICC	52,769	To be used on museum development
	52,769	

Term Deposit Renewal

On 29 March 2022, the Bequest term deposit of \$207,820.85 matures. Currently earning interest at 1% since 30 June 2021.

It is recommended to roll the term deposit with interest for 1 year to mature on 30 March 2023.

Current rates (subject to change)

3 months:	.80%
8 months:	1.80%
1 year:	2.40%

Attachments

Appendix 1 - Invoice for "Tiwai Point" – A3819113

Appendix 2 - Transfer of Funds – A3819114

Art At Home 14



International Art Centre
 Fine Art Dealers, Auctioneers & Valuers
 202 Parnell Road, Auckland
 Tel +64 9 379 4010 | Fax +64 9 307 3421 | Tollfree
 0800 800 322
 info@internationalartcentre.co.nz

Auction Date 9/02/2022
Paddle No 555
PROFORMA INVOICE 10/02/2022
Buyer Southland Museum and Art Gallery Trust Board, Attn: Wayne Marriott
 PO Box 1012
 Invercargill
 wpmarriott@yahoo.com

Lot	Artist	Title	Buyers Premium	Hammer Price
111	ROBERT PARK MACGOUN	<i>Tiwai Point</i>	\$113.75	\$650.00

15% GST applies to Buyers Premium
 and Packing / Shipping

Direct credit
Account number: 010236 0004761 02
Account name: INTERNATIONAL ART CENTRE
Reference number - Bidding Number

Hammer Price	\$650.00
Buyers Premium	\$113.75
Freight	\$80.00
GST	\$27.49
TOTAL	\$860.81



Finance and Corporate Services Directorate

Civic Administration Building · 101 Esk Street

Private Bag 90104 · Invercargill · 9520

New Zealand · DX No. YA 90023

Telephone: (03) 211 1777 · Fax: (03) 211 1433

To:	Alicia Smith	From:	Jono Cross
Company:	Westpac	Date:	3 March 2022
Email:	mds@westpac.co.nz	No. of Pages:	1
Subject:	Transfer funds (1 of 1)		

Dear Alicia

Please transfer	\$833.32
from the Bequest account	(03 1743-0005931-081) D/N 5 Ref 134901-0681059-37/0004
to the Current account	(03 1743-0010503-00)

Many thanks.
Jono Cross
Management Accountant, Invercargill City Council
For on behalf of Southland Museum and Art Gallery Trust

Authorised by Southland Museum and Art Gallery Trust:-

Trustee

Name

Trustee

Name

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10. **PUBLIC EXCLUDED SESSION**

Moved, seconded that the public be excluded from the following parts of the proceedings of this meeting; namely

- (a) Confirmation of Minutes of the Public Excluded Session of the SMAG Trust Board Meeting held on 10 February 2022

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
(a) Confirmation of Minutes of the public excluded session of the SMAG Trust Board Meeting held on 10 February 2022	Section 7(2)(i) To enable any local organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.